United Nations ST/SGB/2009/5

Secretariat

1 May 2009

Secretary-General's bulletin

Field central review bodies

The Secretary-General, for the purposes of implementing staff rule 104.14, establishes field central review bodies in the Department of Field Support.

Section 1
Establishment

1.1 The Field Central Review Boards shall be established in the Department of Field Support to advise on the recommendation of candidates for inclusion in rosters in all occupational groups at the P-5 and D-1 levels in peacekeeping operations and special political missions, who may be subsequently selected for appointment to specific positions.

1.2 The Field Central Review Committees shall be established in the Department of Field Support to advise on the recommendation of candidates for inclusion in rosters in all occupational groups in the Professional category for posts up to and including the P-4 level, as well as posts in the Field Service category at the FS-6 and FS-7 levels, in peacekeeping operations and special political missions, who may be subsequently selected for appointment to specific positions.

1.3 The Field Central Review Panels shall be established in the Department of Field Support to advise on the recommendation of candidates for inclusion in rosters in all occupational groups in the Field Service category, up to and including the FS-5 level, in peacekeeping operations and special political missions administered by the Department of Field Support, who may be subsequently selected for appointment to specific positions.

1.4 A staff member who has been appointed through a competitive selection process from a roster of candidates endorsed by a field central review body will be considered as an internal candidate for other positions within the Secretariat for which they may be eligible.

Section 2
Composition of the Field Central Review Boards

2.1 The Field Central Review Boards established under section 1.1 shall be composed of staff members at the D-1 level and above, and shall consist of:

09-34786 (E) 270509

Please recycle

(a) Three members selected by the Secretary-General or his representative for each Field Central Review Board that is constituted;

(b) Three members selected by the Field Staff Union for each Field Central Review Board that is constituted;

(c) Seven alternates selected by the Secretary-General or his representative;

(d) Seven alternates selected by the Field Staff Union;

(e) One member selected from among and by the members selected by the Secretary-General and those selected by the Field Staff Union to serve as the Chairperson of each Board;

(f) Should the need arise, additional members or alternates may be selected by the Secretary-General and the Field Staff Union.

In selecting members and alternates, every effort should be made to ensure a balanced representation with respect to geography, gender and the peacekeeping operations and special political missions administered by the Department of Field Support.

2.2 A Secretary selected by the Department of Field Support shall serve as a non-voting member. A representative of the Field Personnel Division, designated by the Director of the Division, shall serve as an ex officio non-voting member.

2.3 The Departmental Focal Point for Women in the Department of Field Support or an alternate should attend the meetings of the Boards in an advisory capacity.

2.4 The Field Staff Union shall be requested in writing by the Under-Secretary-General for Field Support to select members and alternate members under section 2.1 (b) (d). Should no final selection be made within two months of the written request, or should the members and alternates selected by the staff collectively not participate, the Field Central Review Boards concerned may nevertheless be constituted and discharge their functions when four members or alternates are available.

2.5 The members and alternates listed in section 2.1 shall be appointed for a period of two years and may serve for a maximum of four years.

Section 3
Composition of the Field Central Review Committees

3.1 The Field Central Review Committees established under section 1.2 shall be composed of staff members at the P-4 and/or FS-7 levels and above, and shall consist of:

(a) Three members selected by the Secretary-General or his representative for each Field Central Review Committee that is constituted;

(b) Three members selected by the Field Staff Union for each Field Central Review Committee that is constituted;

(c) Seven alternates selected by the Secretary-General or his representative;

(d) Seven alternates selected by the Field Staff Union;

(e) One member selected from among and by the members selected by the Secretary-General and those selected by the Field Staff Union to serve as Chairperson of each Committee;

(f) Should the need arise, additional members or alternates may be selected by the Secretary-General and the Field Staff Union.

In selecting members and alternates, every effort should be made to ensure a balanced representation with respect to geography, gender and the peacekeeping operations and special political missions administered by the Department of Field Support.

3.2 A Secretary selected by the Department of Field Support shall serve as a non-voting member. A representative of the Field Personnel Division, designated by the Director of the Division, shall serve as an ex officio non-voting member.

3.3 The Departmental Focal Point for Women in the Department of Field Support or an alternate should attend the meetings of the Committees in an advisory capacity.

3.4 The Field Staff Union shall be requested in writing by the Under-Secretary-General for Field Support to select members and alternate members under section 3.1 (b) (d). Should no final selection be made within two months of the written request, or should the members and alternates selected by the staff collectively not participate, the Field Central Review Committees concerned may nevertheless be constituted and discharge their functions when four members or alternates are available.

3.5 The members and alternates listed in section 3.1 shall be appointed for a period of two years and may serve for a maximum of four years.

Section 4
Composition of the Field Central Review Panels

The provisions of section 3 governing the composition of the Field Central Review Committees shall apply also to the composition of the Field Central Review Panels established in section 1.3, except that the Field Central Review Panels shall be composed of staff members at the P-3 and/or FS-6 levels and above.

Section 5
Functions of the field central review bodies

5.1 All field central review bodies shall operate in accordance with the same rules of procedure.

5.2 The field central review bodies shall review candidates proposed by the Department of Field Support for placement on occupational rosters maintained by the Department of Field Support at specific grade levels for posts in peacekeeping operations and special political missions from which heads of missions in the field may select.

5.3 The field central review bodies shall ensure the integrity of the process and that the applicable procedures were followed.

5.4 In so doing, the field central review bodies shall consider whether:

(a) The recommendation of candidates for inclusion in the roster is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the vacancy announcement were met and were properly applied;

(b) The record indicates the existence of a mistake of fact, a mistake of law or procedure, prejudice or improper motive that could have prevented a full and fair consideration of the requisite qualifications and experience of the candidate(s).

5.5 When the field central review body has found that the applicable procedures were followed, it shall so inform the Director of the Field Personnel Division of the Department of Field Support and recommend the inclusion of the proposed candidate(s) for placement on the appropriate roster.

5.6 Where a field central review body has questions or doubts regarding the applicable procedures, it shall request the necessary information from the ex officio member representing the Department of Field Support. If the questions are answered and the doubts are resolved to the satisfaction of the field central review body, that body shall proceed as provided in section 5.3.

5.7 When, after obtaining additional information, the field central review body has found that the applicable procedures were not followed, it shall transmit its findings and recommendations for the taking of a decision on behalf of the Secretary-General to:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

Section 6
Transitional measures

Pending the promulgation of an administrative instruction on the selection system for posts in peacekeeping operations and special political missions, the field central review bodies shall be guided by the Standard Operating Procedures promulgated by the Department of Field Support.

Section 7
Final provisions

The present bulletin shall enter into force on 1 May 2009.

(*Signed*) **Ban** Ki-moon
Secretary-General